

SHIPPING OF MATERIALS:

Due to our limited storage facilities and the liabilities that are involved, the hotel cannot accept materials or equipment any sooner than three (3) days prior to your meeting. Shipments arriving prior to three days before the start of your conference could be subject to storage fees. When sending shipments to the hotel, please use the following label format:

Attendee Name (Guest)
c/o Hilton Vancouver Washington
301 West Sixth Street
Vancouver WA 98660
WA / OR 2006 Conference American Public Works Association

Prevailing charges of \$2.50 per box (overweight items over 50lbs are \$5.00 per box) will apply for box movement. Participants and exhibitors requesting package delivery will be responsible for their own charges. Package delivery is handled through our Concierge / Bell Desk. Should items be shipped via pallet, please notify April Dyas, Event Manager via email @ april_dyas@hilton.com. A \$50.00 fee applies for the delivery of pallets.